





Types of Conversion	Explanation	Cost / Risk	Recommendation
Direct approach	abandoning the old system & starting up the new system	risky	Not recommended
Parallel approach	running the old & new side by side	expensive	Not recommended
Pilot approach	converting only one part of the organization to the new system	less expensive but riskier than parallel conversion	For situations with many people performing similar operations
Phased approach	gradually implementing the new system to the entire organization	less risky but more expensive than parallel conversion	For situations with many people performing different operations

